

SSOW – Removal and fitting of masts on all types of materials handling plant equipment.

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Scope of Activity:	This Safe System of Work covers the general activities for the safe removal and fitting of mast assembly's on all powered materials handling FLT equipment at Forkway workshops or customer locations throughout the UK.
Applicable Risk Assessment:	RA 013 – Removal and fitting masts on all types of material handling plant equipment.
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Overalls Safety boots Nitrile gloves Safety glasses High visibility clothing (vest as minimum)
Additional PPE (as required):	Hearing protection Rigger gloves (handling heavy components) Bump cap (if working in area/ position with poor head clearance) Hard hat (as identified by site requirements/ required by task) Dust mask (in areas where dust is present. Consult site contact on requirement) Waterproof jacket and trousers (when working in wet conditions)
Resources:	Competent engineer (s) trained to operate FLT's and completed lifting and slinging training. Service vehicle Suitable FLT with Jib Attachment or crane Hand tools Power tools (within current PAT test) Lifting equipment (within current Thorough Examination) Barrier tape (as required) First aid kit Spill kit

Manning:

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Senior / Regional Business Manager who in turn reports to the Regional Engineering Director.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessments are in place, are suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manual;

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Safe Working Method:

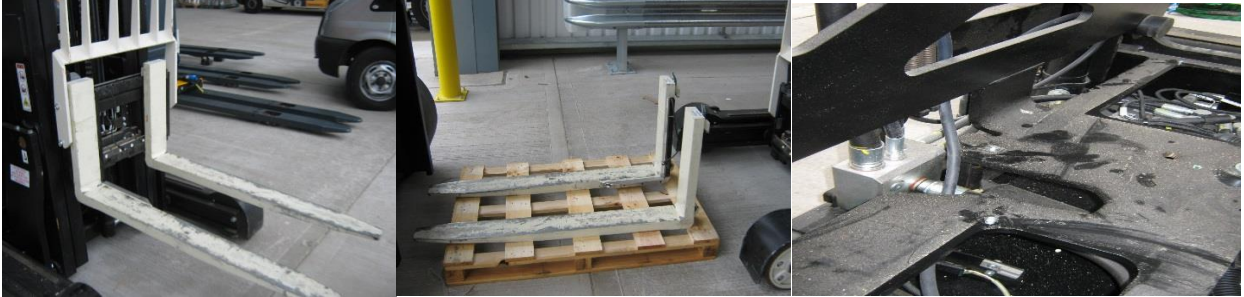
- Upon arriving on site, you must sign in at security entrance and/ reception area and make contact with the appropriate customer site contact;
- Ensure that any necessary inductions, permits-to-work or similar have been completed and are in date;
- Establish what first aid arrangements are available on site and the steps to take in the event of a fire;
- Establish with the customer if there are any particular hazards you need to be aware of and what PPE will be required in the work area;
- In conjunction with the customer, you must then agree a suitable work area, ensuring:
 - There is sufficient space to remove/ replace parts and carry out all tasks required;
 - The area is safe and free from any hazards (work with customer to eliminate any hazards, if you are unhappy with the area in any way contact line manager before proceeding);
 - The area is suitably separate from customer employees/ activities (create a cordoned area for lifting operations);
 - The ground is firm, level and of suitable load bearing capacity for the equipment/ task;
 - The area is not in close proximity to a drain or underground/ overhead services (e.g. gas, electricity);
 - There are fire exits available nearby;
- You must position your service vehicles in close to the work area in order to limit the need to carry tools, parts or equipment over unnecessary distances or off load equipment needed and move vehicle to safe area;



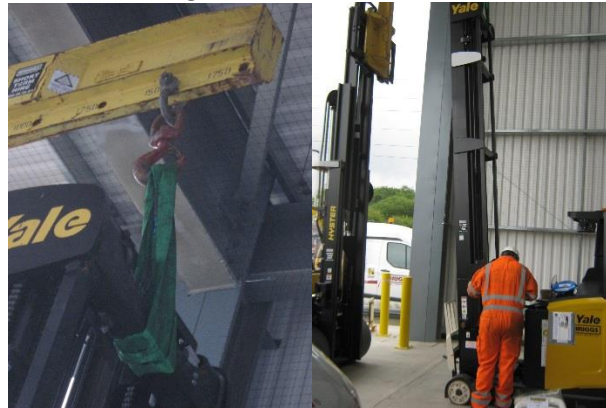
- Area of activity will be cleared of hazards and secured with a cordon to ensure no unauthorised access is made whilst remove or installation of mast is carried out;
- Only trained personnel will operate and carry out lifting/sliding operations, referring to specific service manual for weights and lifting points etc.;
- FLT being worked on and suitable lifting equipment will be positioned safely to ensure no likelihood of sudden oil release to drains is likely and that an emergency spill kit is available should issues arise;

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- Forks and other required attachments will be removed and positioned safely away from lift area. Note: forks should be laid on their side once removed;



- With mast closed and pressures released, all hydraulic required to be removed will be blanked to prevent oil seepage;
- When ready suitable FLT with Jib or Crane will be positioned, suitable slings connected as per service manual guides and weight taken before mast mountings and tilt rods are disconnected;



- Once disconnected, trained FLT operative will lift mast off unit and then lower it to floor on top of a pallet or pallets. Ensure all pallets used are structurally sound and of suitable strength to bear the load of the mast;



- The pallets need to be positioned so they create solid support and a good lifting point. The number of pallets required will depend on the length of the mast;

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Example with 3 pallets:



Example with 2 pallets:



Example with 1 pallet:



- It's important that the top of the carriage or load back rest is positioned against the end of one of the pallets in its lowered position to stop it from moving. This will stop the chains from going slack and prevent the inner channels from extending whilst being moved or during transport;



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- The securing of the mast to the pallets (either with banding or ratchet straps) will be the responsibility of the logistics driver. Once on pallets, masts must not be moved until correctly secured;



- Loading or unloading to or from the transport vehicle should be carried out by the customer's trained FLT operators. Forkway engineers should not be involved with this process;
- Installations of masts are the reverse of above process with additional service technical reference to torque settings etc. located in specific service manuals;
- As part of the task involves working at height which is a high risk activity, ensure the specific risk assessment and safe system of work are followed:
 - Working at height: refer to RA/SSOW – 002 for Ladders, 003 for MEWP & 004 for Steps or Podium.
 - Lifting operations: refer to RA/SSOW - 008
 - Recovering immobilised equipment: refer to RA/SSOW - 009
- If the task requires you to undertake any other high risk activity other than the abovementioned you must contact your line manager before proceeding;
- If any accidents, incidents or near misses occur ensure you contact and inform your line manager and the customer contact immediately;
- Ensure you take note of any Safety Gains noticed and highlight them via the Safety Gain process. If the Safety Gain relates to the customer or their activities ensure you make them aware it before leaving site;
- If a spillage occurs stop the spill at source, prevent it from spreading using spill booms and absorb the liquid using spill pads, granules or similar. If spillage occurs near drain, ensure a drain cover is put in place if available or protect the drain with spill booms. For larger spills call for assistance from customer. Once spill has been attended to ensure you contact and inform your line manager and the customer contact;
- All waste generated during task must be segregated into suitable containers and disposed of in a Forkway approved waste station;
- Once work is complete ensure an operational test is completed to ensure all parts of equipment, including any safety devices, are working as they should.
- Once finished complete job sheet and associated *paperwork*;
- Complete a final check of the work area to ensure no residues, waste, parts or tools etc. have been left behind;
- Take job sheet to the customer and have it signed. Ensure you make the status of the equipment clear to the customer when getting the job sheet signed;

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- Close of any permits-to-work or similar, sign out at security entrance and/ reception area as necessary and leave via the designated exit.